



Shardlow Primary School

Aspire Achieve Thrive



Asbestos Management Policy

Approved by:	Local Governing Body
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Minute no:	Out of Committee
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Review cycle:	Anually



Version Control

Version	Date	Author	Changes
2	Nov 2019	K Magner	Updated formatting Updated delegated responsibilities Changed the date of the review
2	Dec 2020	M Davies	None made
2.1	Jan 2022	K Magner	Updated location of DDC Asbestos storage across the policy.
2.2	Jan 2023	K Magner	Formatting changes only
2.3	Feb 2025	K Magner	Section 1- reference made to Control of Asbestos Regulations Section 3- procedures for suspected exposure Updated requirement for contractors to have completed asbestos awareness training and declare they have reviewed the asbestos register Section 5- induction and refresher training for all staff Section 6- added Asbestos register Section 9- requirements to review policy updated

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1. Introduction

This policy sets out the procedures for the management of Asbestos containing materials (ACM's) at Shardlow Primary School. Its purpose is to minimise the risk to any person using the school building.

This policy complies with the Control of Asbestos Regulations 2012, which outlines the duty to manage asbestos in non-domestic premises, ensuring the safety of pupils, staff, and visitors

The information below outlines how the responsibilities and procedures are delegated throughout the school.

2. Survey

The office administrator is responsible for maintaining all records of surveys and tests throughout the school. An Asbestos Management Survey must be completed every 5 years. The office administrator is responsible for informing the Headteacher when the survey is due and must agree with the Headteacher which body will complete the survey. The office administrator is then responsible for ensuring that the survey is booked and completed before the 5-year deadline.

The current survey is available in paper form in the school office and Derbyshire County Council Health and Safety Services hold an electronic copy.

3. Adults working school

All adults working in school must be made aware of the location of asbestos-containing materials in school.

The Headteacher must ensure that this is included in the induction procedures for all adults working in school who may be likely to come into contact with or are at risk of disturbing the asbestos.

Adults working in school then have a duty to ensure that no pupils come into contact with or disturb the asbestos containing materials.

Before commencing work, contractors must provide evidence of asbestos awareness training. They must also sign a declaration confirming they have reviewed the Asbestos Register and understand the school's asbestos management procedures.

If adults in school have concerns that they may have been exposed to asbestos and or worked in close proximity to asbestos containing materials they must complete the 'Potential Asbestos Fibre Exposure Form' which can be obtained from the school office.

In the event of suspected asbestos disturbance:

- The area must be **sealed off immediately** and occupants removed.
- The Headteacher must be informed, who will then contact the **Derbyshire County Council Asbestos Coordinator**.
- No cleaning or sweeping should be attempted.
- A licensed asbestos contractor must be engaged for assessment.

4. Annual Asbestos Audit

The Headteacher is responsible for completing the annual asbestos audit and must ensure that any issues arising are communicated to the relevant persons listed in the Derbyshire County Council Policy.

5. Training

The site manager/care taker must complete asbestos training. This training must be refreshed every 5 years.

All staff should receive asbestos awareness training as part of induction, with periodic refresher sessions every three years.

6. Record Keeping

Record type	Storage
Derbyshire County Council Policy	Paper copy in the asbestos management file in the school office Online copy on DDC website
Shardlow Primary School Asbestos Policy	Paper copy in the asbestos management file in the school office
Asbestos Register	Paper copy in the asbestos folder in the school office
Asbestos Management Survey	Paper copy in the asbestos management file in the school office
Annual Asbestos Audit	Paper copy in the asbestos management file in the school office Electronic copy stored in 'office shared'
Permit to work	Paper copy in the asbestos management file in the school office Electronic copy store in 'office shared'
Any other communications regarding Asbestos Management (e.g. forms, emails or booking confirmations)	Paper copy in the asbestos management file in the school office Electronic copy store in 'office shared'

7. Removal and or disturbance of ACM's

No ACM's are to be removed or disturbed without prior agreement from the Derbyshire County Council asbestos co-ordinator.

8. Contractors

When work is undertaken on site guidance concerning ACM's must be shown to all contractors involved.

The office administrator is responsible for ensuring that all contractors and sub-contractors receive a permit to work before any works begin. In the event that the office administrator is not available the administrator must delegate this to another member of staff.

All contractors are issued with a permit to work which includes the process of sharing the location of asbestos on site and the relevant procedures.

All contractors must sign the visitors book

In the event of asbestos being discovered by a contractor and or sub-contractor) the contractor/sub-contractor must stop the work and inform the Office administrator and or Headteacher. The Headteacher must then contact **the DCC** asbestos co-coordinator.

Sub-contractors

Where contractors are using sub-contractors, it is their duty to inform the school and the above procedures must then be followed.

9. Policy Review

This policy must be reviewed **annually** and updated as necessary. Additionally, it must be reviewed whenever:

- There is a change in asbestos regulations or Derbyshire County Council guidance
- Asbestos is disturbed, removed, or newly identified
- Significant maintenance or construction work takes place
- There is a change in key personnel responsible for asbestos management.